New functionality in TREX 1.2

Improved Division Review Functionality.

The current process for Division Reviewers is as follows:

Division Reviewers are set per level 1 division (high level). Once an Authorization is Submitted for Approval, a system generated email is sent to the Division Reviewer(s). The email shows very general information about the document; it does not include specific department or project data. The search page for reviewers is based on the same pieces of information included in the email, making it difficult for reviewers in division with separate groups to find the documents that pertain to their group. The search page lists all Authorizations, the ones pending review as well as those that have already been reviewed, without a clue of how to differentiate them. Also, for Division Approvers of Foreign trips, there is no quick way to verify that a Division Budget Reviewer has looked at the document and verified proper funding.

Sample of current email:

Subject: An authorization is ready for your division review.

```
From: fms-logmail@mailbot.lbl.gov
    Date: 7/10/2008 10:29 AM
      To: APecoraro@lbl.gov
An authorization is ready for your division review.
                        : Morales, Alejandro ID: 398803
Traveler
Arranger
                       : Kooyman, Nieves T
Trip Name
                       : Australia
                      : 000060523
LBNL Trin #
Travel Auth ID
                       : 0000020393
Total Amount
                      : $3187.25
Begin Date
                        : 11/01/2008
                                       End Date: 11/11/2008
First Business Location: MELBOURNE, AUS
Business Purpose
                       : Conference
https://trextrn.lbl.gov/psc/trextrn/ZT TRAVEL/ERP/c/LBNL TE.ZT DIV REVIEW.GBL?Page=ZT TRIP LEG INFO&Action=U&REFERENCE ID=0000
```

In TREX v1.2 this functionality has been improved to include the project id and 4 level department id in the email that the reviewers receive and in the reviewer's search page. The search page allows obtaining a separate list of Authorizations pending review or the list of those that have been reviewed. It is now required to populate the *Division Review* field. (Free text 8 characters) A box has been added in the reviewer's page for comments. The reviewer's comments are visible to the Division Approver.

Sample of new email:

```
    Subject: TESTING FMSQA:An authorization is ready for your division review.

     From: fms-logmail@mailbot.lbl.gov
     Date: 10:49 AM
       To: APecoraro@lbl.gov
An authorization is ready for your division review.
                          : Reed, Harry
Traveler
ID
                         : 736267
Arranger
                         : Pecoraro, Aurora
Trip Name
                         : Div Review TREX 1.2
                         : 000063811
LBNL Trip #
Travel Auth ID
                         : 0000022230
                         : $3,712.00
Total Amount
Begin Date
                         : 01/10/2009
End Date
                          : 01/15/2009
First Business Location: BARCELONA, ESP
Business Purpose
                         : Site Visit
Project ID
                          : UC7694
Dept ID
                          : AFCB
```

https://fmssrvq.lbl.gov:8001/psp/fmsqa/EMPLOYEE/ERP/c/LBNL TE.ZT DIV REVIEW.GBL?Page=ZT TRIP LEG INFO&Action=U&REFERENCE ID=000

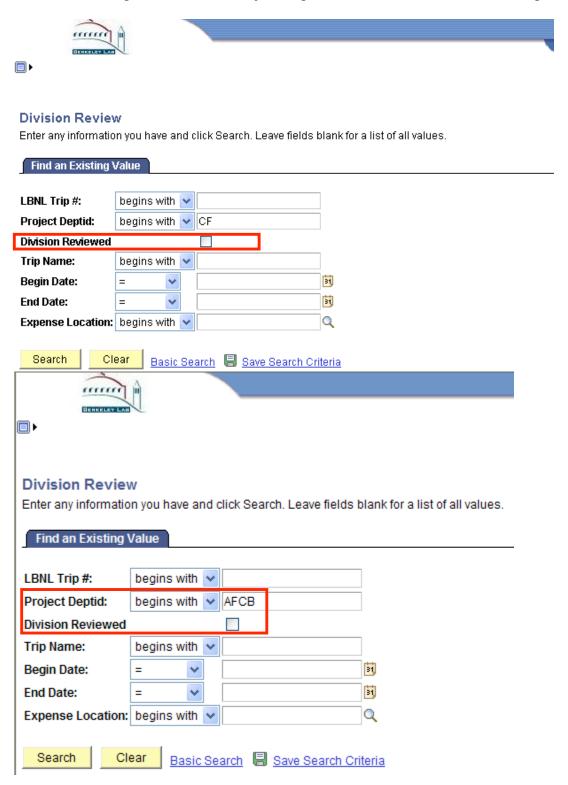
Division Budget Review search page:

The Division Reviewed box empty will pull Authorizations Pending review.

The Division Reviewed box checked will pull Authorizations already reviewed.

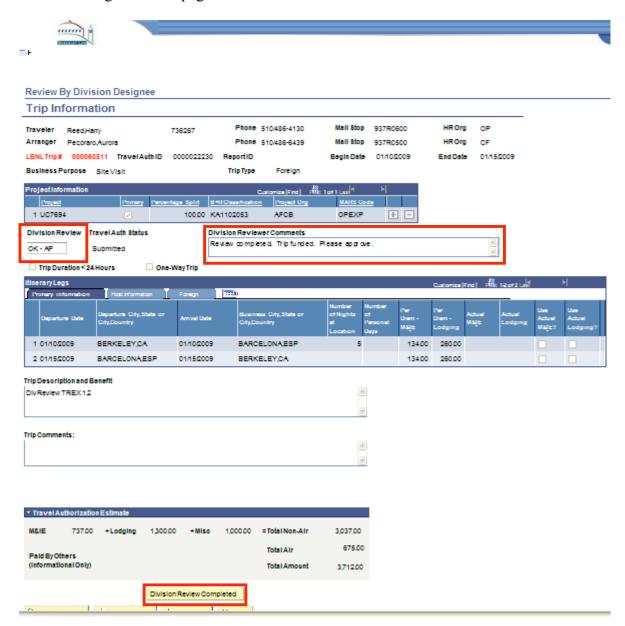
Division Budget Reviewers will receive an email when an Authorization is sent back for revision and will be notified again when the Authorization is re-submitted. The only caveat is that the second time the search for the Authorization should be under the *already reviewed* documents.

The Division Reviewer page defaults to the Div. Reviewer's Level 1 Division (two character div code) based in his/her own organization in the Project Deptid field, but this value can be changed.



Division Budget Reviewers also receive an email when an Authorization is Canceled, in order to provide information for budget adjustments.

Division Budget Review page:



Division Approver's Page:

